



## VACANCY NOTICE

**POSITION:** Substitute Paraprofessional  
**LOCATION:** Districtwide  
**SCHOOL YEAR:** 2024-2025  
**SCHEDULE:** Scheduled as needed  
**SALARY:** \$15.00/hour  
**QUALIFICATIONS/EXPERIENCE:** [Educator Licensure - Paraprofessional](#)  
**Requirements for Paraprofessional License (renewed every five (5) years):**

- At least 19 years of age to serve students in prekindergarten through grade 12.
- **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
- **One** of the following required:
  - Associate's degree or higher
  - 60 semester hours of coursework
  - High School Diploma or GED **and** a score of 460 or higher on the ETS Parapro
  - High School Diploma or GED **and** the following scores on the ACT Workkeys:
    - Applied Mathematics/Applied Math (with a score of 4)
    - Reading for information/Workplace Documents (with a score of 4)

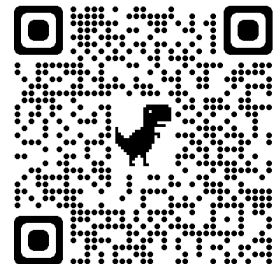
**Short-Term Approval Requirements (valid for three (3) years):**

- High School diploma (or equivalent) or higher
- While working on an approval, educator must be fulfilling requirements for the full license
- Applications are available until June 30, 2025 and may not be renewed

Qualified applicants should complete an online application at [www.district100.com](http://www.district100.com). All **current employees** must submit an application within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department  
Belvidere Community Unit School District 100  
1201 Fifth Avenue  
Belvidere, IL 61008

Posting: May 15, 2024



Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status



## Job Description

**Position:** Substitute Paraprofessional

**Reports to:** District Substitute Coordinator

### Qualifications/Skills:

- **MUST** hold a Paraprofessional License or Substitute Teacher License or Professional Educator License (PEL)
- Ability to work effectively with administrators, staff, students, and community members
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to conduct and maintain a professional demeanor and deliver service excellence
- Ability to maintain confidentiality and discretion when dealing with students, school employees, and the general public
- Proficient in the operation of personal computers and various software; including database, spreadsheets and word processing

**Terms of Employment:** Scheduled as Needed

**Basic Function:** A substitute paraprofessional supports teachers and students in various educational settings. Their primary role is to assist with classroom management, student supervision, and instructional support in the absence of the regular paraprofessional.

### Performance Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Assistance with Instruction:** Provide support to teachers in delivering instructional materials and activities according to lesson plans provided by the regular teacher. This may involve working with individuals or small groups of students, reinforcing learning concepts, and assisting with classroom activities.
- **Student Supervision:** Oversee students in various settings, including classrooms, hallways, lunchrooms, and playgrounds, to ensure their safety and maintain order. Monitor student behavior and intervene as needed to address any disruptive or inappropriate conduct.
- **Special Needs Support:** Assist students with special needs, including those with disabilities or learning challenges, by implementing accommodations and modifications as directed by the teacher or special education team. Provide one-on-one support or small group instruction to help students meet their individual educational goals.
- **Classroom Management:** Help maintain a positive and productive learning environment by enforcing classroom rules and routines, managing classroom materials and resources, and assisting with transitions between activities.



- **Communication:** Collaborate with teachers, administrators, and other school staff to exchange information about student progress, behavior concerns, and instructional strategies. Communicate effectively with students, parents, and guardians to address questions, concerns, and updates regarding student performance.
- **Flexible Availability:** Be available for short-notice assignments and willing to work in various classrooms or grade levels as needed. Adapt quickly to different teaching environments and follow instructions provided by the regular teacher or school administration.
- **Record Keeping:** Maintain accurate records of student attendance, behavior incidents, and academic progress during the absence of the regular paraprofessional. Document any significant observations or concerns and report them to the appropriate school personnel.
- **Professionalism:** Uphold professional standards of conduct and adhere to school policies, procedures, and confidentiality guidelines. Demonstrate professionalism, reliability, and a positive attitude in all interactions with students, staff, and parents.
- **Continuing Education:** Engage in professional development opportunities to enhance knowledge and skills related to supporting students' academic and social-emotional needs. Stay informed about best practices in education and seek opportunities for growth and learning.

**Evaluation:** Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of educational support personnel.